



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

**PUBLIC NOTICE NUMBER :** FINCP/01-025LGW

**OPENING DATE :** 10/24/01

**CLOSING DATE :** 11/14/01

**POSITION :** Intelligence Research Specialist

**SERIES AND GRADE :** GS-132-13

**NUMBER OF VACANCIES :** Two

**SALARY RANGE :** Chicago, Illinois : \$ 64,800 - \$ 84,245  
San Francisco, CA.: \$ 67,082 - \$ 87, 212

**ORGANIZATION :** Department of the Treasury  
Office of the Under Secretary (Enforcement)  
Financial Crimes Enforcement Network (FinCEN)  
Office of Investigative Support (OIV)  
Vienna, Virginia

**DUTY STATION :** Chicago, IL.  
San Francisco, CA.

**APPLICATIONS WILL BE ACCEPTED FROM :** All qualified applicants (All Sources).

**Note: There will be one rating and selection process applied to both status and non-status candidates.**

**SUMMARY OF DUTIES:** This position serves as an Intelligence Research Specialist in the Financial Crimes Enforcement Network (FinCEN). The incumbent of this position will operate independently in the field locations of Chicago, Illinois and San Francisco, California, designated as a "high-risk money laundering and related financial crimes area" (HIFCA). In this capacity, the incumbent serves as a senior level analyst working on extremely complex, critical and sensitive assignments or projects. This area concentrates law enforcement efforts at the federal, state and local levels to combat money laundering whether based on drug trafficking or other crimes. Mandatory reports and current caseloads must be made daily to the home office in Vienna, VA. Evaluates, analyzes and abstracts data from automated sources including custom designed software. Compiles the data into finished reports. Performs analytic tasks of the highest level of difficulty. Provides authoritative analytic direction and project monitoring services in specified functional areas. Assumes primary responsibility for the completion of long range and broad scope analytic projects and enforcement estimates. Participates in reviewing and evaluating information collection and requirements processes. Exhibits a complete knowledge of Bank Secrecy Act regulations, and the methods and techniques characteristic of intelligence work and financial law enforcement. Devises new concepts, guides, and methodologies in solving unprecedented problems, and develops experimental approaches and solutions. Serves in a liaison capacity in joint agency working groups in support of law enforcement efforts to combat various financial crimes.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

1. Ability to direct and coordinate joint research projects. (This element includes experience in production and disseminating of intelligence products.)
2. Knowledge of law enforcement intelligence systems and requirements. (This element includes demonstrated ability of the intelligence cycle, intelligence techniques and procedures and related computer software/hardware systems.)
3. Ability to communicate effectively in writing. (This includes writing products that convey both technical and non-technical material with emphasis on clarity, substance and persuasiveness.)
4. Ability to deal with all levels of management personnel from a variety of agencies. (This element includes proven experience dealing with other intelligence agencies.)
5. Ability to evaluate facts, analyze data, identify problems and recommend logical and practical solutions. (This element includes experience collecting, evaluating, and analyzing data for the purpose of identifying unlawful activities.)

**Basis of Rating:** Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this Public Notice has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Mobility.** The selectee is subject to be reassigned with proper notice from one HIFCA location to a new HIFCA location or FinCEN Headquarters, which is located in Vienna, VA.

**Relocation Expenses will be paid if applicable in accordance with appropriate law and regulation.**

**The full performance level of this position is GS-13.**

**OFFICIAL DUTY LOCATIONS:**

HIFCA vacancies may occur in locations based on the needs of the agency. Selectees are subject to be reassigned, with proper notice, from one existing HIFCA location to another HIFCA location. Reassignment to our Headquarters office in Vienna, Virginia may also occur. However, consideration and assignments will be based on the applicant's background, experience, and office needs.

Duty Locations:

\_\_\_\_\_ **San Juan, PR**  
\_\_\_\_\_ **Los Angeles, CA**  
\_\_\_\_\_ **Houston, TX**  
\_\_\_\_\_ **New York, NY**  
\_\_\_\_\_ **Chicago, ILL.**  
\_\_\_\_\_ **San Francisco, CA**

**Please note: This Public Notice is issued only to recruit for Chicago, Illinois and San Francisco, California duty locations. Other locations named in this Notice are provided for information only.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

Candidates who are claiming 5-point veterans' preference must attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**HOW TO APPLY:**

**All application materials must be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.**

**STEP ONE** - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all the information requested below:

Job Information:

- Public Notice Number, title and grade for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Giving your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

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**Other Qualifications:**

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

**STEP TWO -** Submit a supplemental statement addressing each knowledge, skill and ability.

**STEP THREE -** Submit other application materials, as necessary.

- Federal employees seeking ACTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last SF-50 "Notification of Personnel Action" and your most recent or last performance appraisal.

**SUBMIT APPLICATION MATERIALS TO:**

Application materials should be mailed to:

**U.S. Customs Service  
HRM, Hdqrs Service Cntr  
Public Notice: FINCP/01-025LGW  
P.O. Box 66120  
Washington, D.C. 20035-6120**

Application materials may be hand carried or express mailed to:

**U.S. Customs Service  
HRM, Hdqrs Service Cntr, Rm 2.4-F  
Public Notice: FINCP/01-025LGW  
1300 Pennsylvania Avenue, NW  
Washington, D.C. 20229**

**For additional copies of this Public Notice, please call: 1-800-944-7725.**

**For additional information, please call: (202) 927-3733.**

**NOTES:** All application materials must be sent to the mailing address shown. All materials and the envelope must include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in**

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**an employee organization, or any other non-merit factor.**